

2003-2005

Grant Application

Shoreline Master Program Grants

DUE by 5:00PM, Monday, September 15, 2003

(Submit 2 copies of your proposal: the original plus 1 copy)

This application is available electronically at:

<http://www.ecy.wa.gov/programs/sea/sma/funding/application.doc>

Washington State Department of Ecology
Shorelands and Environmental Assistance Program
PO Box 47600 Olympia, WA 98504-7600

Project Title: _____

Total Funds Requested: _____

I. Applicant

1. Name of Applicant _____
(city or county)
2. Department/Division _____
3. Address _____
City _____ State _____ Zip _____ - _____
(9 digit)
4. Contact Person (indicate Mr. or Ms.) Name/Title
() _____ / _____
Telephone No. () _____ Fax No. () _____
Email Address _____

II. Background Information (please respond briefly to the following)

1. Describe the local resources that will be committed to this effort (e.g. staffing levels, local citizen involvement, in-kind services and contributions, etc).
2. Describe the level of need for an updated SMP (e.g. critical shoreline resources at risk, inconsistencies with other regulations, etc.).
3. Has your jurisdiction already initiated a comprehensive update of your Shoreline Master Program? If so, what work has already been completed?

III. Scope of Work

Please describe the proposed scope of work for this project in the outline format below. Include as many tasks as necessary. The scope of work should fully describe the intended approach for updating the SMP, consistent with the new guidelines, particularly relating to:

- the inventory and analysis of existing shoreline conditions (i.e. collecting/organizing relevant scientific and technical information)
- translating the results of the above analysis into proposed SMP policies, regulations and environment designations
- public participation and outreach

- coordination with other local activities such as growth management, watershed planning and related non-regulatory shoreline restoration projects and programs

The scope of work should provide enough details to fully describe the project and provide for a fair evaluation of project cost. Please refer to the sample scope of work for further assistance. (The sample scope of work is available electronically at www.ecy.wa.gov/programs/sea/sma/funding/samplescope.doc)

Outline Format for Scope of Work

Task # :		Title	
		Description	
		Deliverables	
		Due Date	

NOTE: The scope of work and budget should clearly define which tasks will be completed in Year 1 of the agreement (i.e. before June 30, 2004) and which will be completed in Year 2.

IV. Budget

	Task 1	Task 2	Task 3	Task 4	Task 5	Task 6	Task 7	TOTAL
Salaries/Benefits								
Consultant Services								
Goods and Services²								
Travel								
Indirect³								
TOTAL								

Terms and Conditions

1. These grants are 100% state funded; match is not required.
2. Eligible direct project costs include salaries/benefits, consultant services, supplies, communication, copying, travel, and equipment.
3. The indirect rate shall not exceed **25%** of direct labor and benefit costs. This rate covers utilities, miscellaneous copying, miscellaneous telephone, motor pool, janitorial services, records storage, space rental, county fiscal and legal services, etc. Items not included in this list shall be reported with the first payment request and shall remain consistent for the life of the grant.

4. Semi-annual progress reports shall be submitted to the Department as outlined in Special Terms and Conditions, and must be accompanied by commensurate payment requests.
5. For the administration of this agreement, the Recipient shall follow the current edition of the "Administrative Requirements for Ecology Grants and Loans", publication number 91-18.
6. Ecology forms contained in the "Administrative Requirements for Ecology Grants and Loans" must be used for payment requests, otherwise requests will be returned to the Recipient for submittal on the correct forms. Electronic copies of these forms and the "Administrative Requirements for Ecology Grants and Loans" ("Yellow Book") are available at Ecology's websites:

- Forms - <http://www.ecy.wa.gov/biblio/91018A.html>
- Yellow Book - <http://www.ecy.wa.gov/biblio/91018.html>

Notes

1. End dates for grants may be any time up to June 30, 2005. The \$2 million in funding is appropriated at \$1 million for each year of the biennium. Funds not spent after the first year will not carry forward into the next year. Local grant budgets must define which activities will be completed and how much funding will be used by June 30, 2004 and by June 30, 2005.
2. There is no funding cap per grant. Budgets must be "reasonable and adequate to accomplish the costs of developing and amending shoreline master programs..." as prescribed in ESHB 6012.
3. Applications are due at the address below at 5:00 PM on September 15, 2003. Award decisions will be made within 2 weeks and grant agreements will be effective on October 1, 2003.

Mail or deliver applications to:

Shorelands and Environmental Assistance Program
Washington State Department of Ecology

To Mail:

P.O. Box 47600
Olympia, WA 98504-7600

To Deliver:

300 Desmond Drive
(off Martin Way)
Lacey, Washington

Attention: Bev Huether, Grants Coordinator

Certification:

I certify to the best of my knowledge that the information in this application is true and correct and that I am legally authorized to sign and submit this information on behalf of the applicant.

Signature of Authorized Official	Date
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Printed Name of Authorized Official	Title
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Local Government Jurisdiction